

NEW EMPLOYEE ORIENTATION FEEDBACK
(First 30 Days of Employment)

INSTRUCTIONS: Upon completion of the worksite orientation (within the first 30 days of employment), the new employee should complete this form (Form 3-2161). It should be signed by both the new employee and his/her supervisor.

Employee: _____ Supervisor: _____

Duty Station: _____ Organization Code: _____

Employee Position, Title/Grade: _____

Personnel office and/or Worksite Orientation

1. Comment on this phase of the orientation program.

2. Identify information desired but not received, and/or material received but not clearly explained.

New Employee Handbook

1. What is your opinion of the handbook?

2. Identify additional material you feel should be included.

3. Identify items you feel should be deleted.

4. Which materials did you find especially helpful?

Employee Signature

Supervisor Signature

Date

Date

RETURN THIS FORM TO YOUR SERVICING PERSONNEL OFFICE AFTER
COMPLETION.